



DEPARTMENT OF THE NAVY

U.S. NAVY PERSONNEL SUPPORT ACTIVITY

DETACHMENT, GUAM

PSC 455, BOX 172

FPO AP 96540-1728

PERSUPPDETGUAMINST 1000.1 CH-1

Code 00

JAN 28 2005

PERSUPP DET GUAM INSTRUCTION 1000.1 CHANGE ONE

From: Officer in Charge, U.S. Navy Personnel Support Activity
Detachment, Guam

Subj: PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS) LIAISON
REPRESENTATIVE PROGRAM FOR PERSONNEL SUPPORT ACTIVITY
DETACHMENT (PSD) GUAM

1. Purpose. To promulgate change one to the basic instruction.
2. Action. Change by pen and ink or typing, all incidences of the term "PERSUPPDETGUAMINST 1000" to "PERSUPPDETGUAMINST 1000.1." Instruction Standard Subject Identification Codes must be followed by a number.

E. L. WATSON



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DETACHMENT, GUAM

PSC 455, BOX 172

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PERSUPPDETGUAMINST 1000

Code 00

9 Jun 04

PERSUPPDETGUAMINST 1000

From: Officer in Charge, U.S. Navy Personnel Support Activity
Detachment Guam

Subj: PERSONNEL ADMINISTRATIVE SUPPORT SYSTEM (PASS) LIAISON
REPRESENTATIVE PROGRAM FOR PSD GUAM

Ref: (a) OPNAVINST 1000.23B

Encl: (1) Sample Copy of PLR Monthly Naval Message
(2) Sample Copy of PLR Meeting Muster

1. Purpose. Per reference (a), this instruction provides information, policy and administrative procedures concerning the Pass Liaison Representative Program for Personnel Support Activity Detachment Guam.

2. Authority. Reference (a) establishes the requirement for Personnel Support Activity Detachments to have an established and effective Pass Liaison Representative Program. Furthermore, it outlines information concerning personnel and pay issues delegated to this program.

3. Action Required by PLR Coordinator and Department Heads

a. A monthly meeting will be held by Personnel Support Activity Detachment Guam for all tenant commands on the last Wednesday of every month, on the second floor of PSD Guam.

b. A standard E-mail message will be sent out by the PLR Coordinator to all tenant commands serviced by Personnel Activity Detachment Guam on the third Tuesday of every month announcing the upcoming meeting. The message will also contain topics for discussion in the meeting.

c. Each Department Head will provide a monthly input to the PASS Liaison Coordinator for the scheduled PLR meeting. This input shall be given to the PLR Coordinator in power point format, and is due no later than the third Monday of every month.

d. The PASS Liaison Coordinator will have a practice run of the upcoming PASS Liaison Meeting on the fourth Monday of every month. All Department Heads are required to attend.

e. The PASS Liaison Coordinator will take a complete muster of all personnel attending the PASS Liaison Meeting.

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f. The PASS Liaison Coordinator will e-mail the minutes of the meeting, along with the actual PLR power point presentation, to all PLR's.

g. The PASS Liaison Coordinator will debrief the Officer in Charge after every monthly meeting.

4. Additional Information

a. All Department Heads must be fully involved in the PASS Liaison Representative process and provide full support to the PASS Liaison Representative Coordinator.


E. L. WATSON